

JAN 26 1953

Personnel Director

Security Officer, CIA

Persons Employed in a Consultant Capacity

1. The Civil Service Commission has advised that all Consultants employed in the Executive Branch of the Federal Government are covered by the provisions of Executive Order 9835, as amended, and must be treated accordingly.

2. Since in the future all Consultants must be processed under the provisions of Executive Order 9835, it is necessary that they be fingerprinted prior to or upon appointment. Therefore, it is requested that the necessary action be taken to insure that all Consultants employed by this Agency after this date either visit headquarters for fingerprinting or make arrangements through their local police station, post office or elsewhere to obtain a set of fingerprints for forwarding to this office. Where feasible, it would be preferable for such Consultants to visit Washington, since this would also afford an opportunity for an interview and other security processing.

3. It is also requested that all Consultants who have not previously been fingerprinted be advised to submit a set of their fingerprints as soon as possible. In order to determine those Consultants who have not been fingerprinted, we will be glad to search our files if your office will forward a list of the names of Consultants presently employed by this Agency.

15/
Sheffield Edwards
Colonel, GSC

9.1.5-
I&SO/ACS:kad

1 - File
1 - Chrono

DOC	5	REV DATE	20-4-81	BY	66/99
ORIG COMP	-	UPI	31	TYPE	01
ORIG CLASS	R	PAGES	1	REV CLASS	U
JUST	22	NEXT REV	204	AUTH:	HR 70-2

~~RESTRICTED~~

~~RESTRICTED~~~~Security Information~~

18 February 1953

MEMORANDUM FOR: General William H. Morris, Jr.,
Assistant Director/ Personnel

SUBJECT : Procedures in Connection with Applicants for
Employment with the Agency

The undersigned believe it would be desirable to institute in the Office of Personnel certain actions designed to ensure (a) that applicants for employment with or as consultants of the Agency understand at the time of first applying for employment what the Agency criteria and policies are and (b) that this understanding be reduced to a written record.

Accordingly, it is respectfully suggested that the following recommended practices be considered:

1. That all applicants (i.e., those calling in person and those making applications by mail) be required to read, sign and file with the Agency a statement such as the attached TAB A as the first step in having their applications considered, and that they be provided with a copy of that statement;
2. That in the cases of applications made in person the applicant be required to read a statement such as that in TAB B, and that an entry be made on the written record of the prospective employee's application that he has read it; and
3. That in the cases of applications initiated by mail the applicant be furnished with a copy of TAB B, and that the written record of the application show that this has been done.

Sheffield Edwards
AD/Inspection and Security

Office of the Inspector General

25X1

Attachments 2
TABS A and B

DOC 9	REV DATE 10-4-81	BY 006197
ORIG COMP	OPI 31	TYPE 01
ORIG CLASS R	PAGES 4	REV CLASS 11
JUST 22	NEXT REV 2011	AUTH: NR 10-2

~~RESTRICTED~~~~Security Information~~

~~RESTRICTED~~
Security Information

To all persons applying for employment
with the Central Intelligence Agency:

This paper is the first step in applying for employment or consultant status with the Central Intelligence Agency. No application may proceed beyond this first step if the applicant is not in agreement with the conditions stated below.

General Considerations:

1. The National Security Act of 26 July 1947 (Public Law 253, 80th Congress) which created the Central Intelligence Agency places upon the Agency the responsibility

- (a) "To advise the National Security Council in matters concerning such intelligence activities of the government departments and agencies as relate to the national security;
- (b) "To make recommendations to the National Security Council for the coordination of such intelligence activities of the departments and agencies of the Government as relate to the national security;
- (c) "To correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government . . . ;
- (d) "To perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally; and
- (e) "To perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct."

The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical fitness, and availability of a position at such time as employment may be offered. This is called "clearance" of an applicant.

~~RESTRICTED~~
Security Information

~~RESTRICTED~~
Security Information
-2-

2. Investigation of an applicant may reveal something which prevents his clearance - perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.

3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk, taken with the knowledge that a very substantial percentage of applicants are not cleared.

**Statement of Understanding
and Agreement**

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

(signature of applicant)

Copy to Applicant

~~RESTRICTED~~
Security Information

~~RESTRICTED~~
~~Security Information~~

In accordance with its special national responsibilities the Central Intelligence Agency is obliged to judge carefully the suitability of each person applying for a position in the Agency. To assist in this determination a loyalty, background and character investigation is conducted which includes, but is not limited to, inquiries designed to determine whether the individual:

- is of questionable professional competence
- is of questionable character, discretion, and trustworthiness
- has deliberately omitted or falsified significant information requested by or on official forms and questionnaires
- is or has been mentally defective or is of questionable mental stability
- is or has been addicted to alcohol or narcotics
- is homosexual
- has been guilty of committing a felony
- is or has been a member of an organization cited by the Attorney General pursuant to Executive Order No. 9835 (copy attached)
- supports or has supported any other organization, group, or movement having objectives inimicable to the interests of the United States
- has engaged in acts of disloyalty, treason, sabotage, espionage, or sedition against the United States.

In the event an applicant is in doubt as to whether anything in his background may disqualify him, he is at liberty to consult a Security Officer of the Agency and discuss the matter in strict confidence before proceeding with his application.

~~RESTRICTED~~
~~Security Information~~